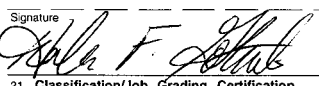
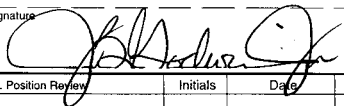


POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. NL11751	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.			
Explanation: (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 0735			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use			
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		Paralegal Specialist				GS	0950	07			
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)						c. Third Subdivision Office of the Commander (C)					
a. First Subdivision Army Materiel Command (AMC)						d. Fourth Subdivision Legal Services Office (CL)					
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)						e. Fifth Subdivision					
Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Harlan F. Gottlieb, Chief Counsel						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature  Date 4-10-00						Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS GS 0950 Paralegal Specialist Series, Aug 86					
Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL., CHIEF OF STAFF						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLISA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature  Date 4-10-00											
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks This is a full performance position. IS: 8888											
25. Description of Major Duties and Responsibilities (See Attached)											

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

MAJOR DUTIES

Provides assistance to STRICOM Chief Counsel and Attorney-Advisor in the development and/or evaluation of litigation cases and other legal matters requiring the application of established legal principles/concepts, regulations, precedents, agency guidelines and judicial/administrative proceedings.

Participates in the evaluation, development, and litigation of administrative actions (i.e., adverse personnel actions, grievances, complaints, etc.) within STRICOM, the Merit Systems Protection Board (MSPB), Department of Defense-Office of Compliant Investigation (DODOOCI), and the Equal Employment Opportunity Commission (EEOC). Reviews case files and analyzes/evaluates information against agency standards to determine case litigation worthiness, sufficiency of documentation, impact of administrative decisions on agency programs, etc.

Conducts computer and manual legal research, reviewing, extracting, summarizing, and/or interpreting legal information pertaining to the federal procurement law and cases, Army regulations, EEO reports, MSPB opinions, case precedents, etc., and provides same to attorneys. Interviews potential witnesses and other personnel as needed to obtain additional information and/or prepare them for court appearances. Continues to work with attorneys during the progress of the case, obtaining and/or developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits. Prepares litigation reports for review and approval of attorneys. 75%

Reviews, performs legal analysis on, and/or accomplishes the more difficult and individualized legal actions (e.g., last will and testaments, powers of attorney, etc.), involving a variety of extenuating circumstances, issues; conflicting facts; and/or similarly complex aspects. Based on the particular action/situation/problem being handled, researches relevant statutes, regulations, and precedent material. Determines need for additional information and approach to be used in obtaining it.

Advises clients with respect to such items as specific requests and particular procedures/documentation requirements involved in their individual action/problem/situation, and drafts for execution by client and/or attorneys required legal documents. 25%

Performs other duties as assigned.

FACTOR 17 KNOWLEDGE REQUIRED BY THE POSITION Level 1-6 950 POINTS

Knowledge of the principles, concepts, and methods of legal research and analysis sufficient to perform recurring case development and documentation assignments which are typically covered by established precedents.

Knowledge of the Command's litigation activities, practices, and procedures sufficient to gather and analyze data and to evaluate its usefulness in resolving legal issues.

Knowledge of interviewing techniques sufficient to interview potential witnesses, employees, and other sources of information and skill in developing evidence to support the Command's litigation or programmatic activities.

Ability to communicate effectively and prepare legal papers and summaries-of analysis.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-2

125 POINTS

Works under the general supervision of the STRICOM Chief Counsel who assigns work by defining objectives and overall approaches, priorities and deadlines. Independently plans and completes assignments within established policies, procedures, practices, and directives. Recognizes situations requiring attorneys' approval to avoid unauthorized practice of law; otherwise, employee interprets and acts on own responsibility. Work is generally reviewed on the basis of soundness of decisions or conclusions.

FACTOR 3, GUIDELINES

Level 3-2

125 POINTS

Guidelines consist of applicable state and federal laws; Army regulations and policies; Code of Federal Regulations; various precedent case reports and opinions; and agency policies, practices, and directives. Employee uses judgment in selecting, interpreting, and adapting guidelines to specific situations and cases.

FACTOR 4, COMPLEXITY

Level 4-3

150 POINTS

Work involves a variety of analytical duties associated with evaluating and/or developing supporting evidence, legal actions (wills, powers of attorney, etc.); determining litigation worthiness and/or impact issues, review of procurement documents, release of documents, sufficiency of documentation; and planning approaches for obtaining additional information or evidence. Actions to be taken vary depending on the nature of the assignment, legal and factual issues involved, and problems/situations to be resolved. Assignments require that the employee select fact-finding and research tools appropriate to the particular assignment in terms of types of data available, difficulty in obtaining data, time restraints, and degree of expected cooperation from persons being interviewed. Assignments require that the employee be knowledgeable in using STRICOM computer software programs (e.g., Microsoft Word, Excel, PowerPoint, etc.)

FACTOR 5, SCOPE AND EFFECT

Level 5-2

75 POINTS

Purpose of the work is to gather, analyze, review, evaluate, and/or prepare legal information needed by attorneys in preparation for litigation cases, provision of procurement advice as well for personal use in completing other legal assistance duties.

FACTOR 6, PERSONAL CONTACTS

Level 6-2

25 POINTS

Personal contacts are with office personnel, civil authorities, witnesses, charging parties, respondents and their attorneys, agency personnel, and legal assistance clients in moderately unstructured settings.

FACTOR 7, PURPOSE OF CONTACTS

Level 7-2

50 POINTS

Contacts are to obtain from, and provide to, witnesses and clients information; prepare witnesses for appearances at hearings, grievances, etc.; resolve legal assistance matters; secure supportive case data; and locate and/or develop evidence/exhibits. Individuals dealt with may be uncooperative or possibly hostile to the government's position, or unwilling to talk due to fear of reprisal or reluctance to be involved in a legal action.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1

5 POINTS

Work is usually sedentary with some physical activity such as walking, standing, bending, and stooping to search for material.

FACTOR 9, WORK ENVIRONMENT

Level 9-1

5 POINTS

While work is generally conducted in an office atmosphere, employee may occasionally be required to work in other locations when providing legal assistance.

Total Points = 1510 = GS-07

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11751

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."